

**UTILITY OPERATIONS ASSISTANT I**  
**200**

**DEPARTMENT:** James City Service Authority/Utility Operations/Support Section

**NATURE OF WORK:**

Performs manual labor and semiskilled work in the operation, maintenance, and repair of the James City Service Authority's (JCSA) water and wastewater systems. The work involves associated mechanical and electrical equipment found in JCSA facilities and residential grinder pumps. Works under the direct supervision of the Support Section Superintendent.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Learns to test and monitor operation of pumps and motors, perform basic troubleshooting on generators, and other related skills of the electrical and mechanical fields. The incumbent will also gain proficiency in the carpentry, welding, and pump repair specialties.

Assists in the installation of electrical components, generators, piping systems, and pumping equipment.

Learns to assist in performing maintenance, repair, and modifications to motors, pumps, controls, and equipment.

Assists in the repair, installation, and inspection of residential grinder pumps.

Monitors atmosphere testing devices when coworkers enter confined spaces.

General Responsibilities:

Cleans and maintains tools and associated special equipment.

Picks up necessary supplies and tools from JCSA warehouse or vendors as directed.

Assists work crews in other sections as assigned and responds to emergency calls at all hours.

Acts as an attendant for confined space entries and is responsible for the monitoring of hazardous atmospheres.

Works safely in accordance with departmental safety procedures and the County Safety Program

Performs other related duties as assigned.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed outdoors in all weather conditions at various lift stations, well facilities, and remote sites throughout the County. Duties are often performed under disagreeable and sometimes hazardous conditions.

Requires climbing up and down ladders into wells and manholes, and while working on above ground tanks. Performs manual labor utilizing hand tools and other power operated equipment as required. Drives County vehicles to work sites.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of basic mechanical, pipe-fitting, and electrical work.

Ability to follow oral instructions.

Ability to work in disagreeable conditions.

Ability to perform strenuous physical labor.

Ability to establish and maintain harmonious working relationships.

### **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent preferred, and some experience in the fields of mechanical maintenance and repair; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

### **NECESSARY SPECIAL QUALIFICATIONS:**

Must possess a valid Virginia Driver's License and have an acceptable driving record based upon James City County's criteria.

Must successfully complete a physical examination certifying physical capability of performing the essential functions of the job.

Must possess the ability and tolerance to functioning an environment that requires the use of respiratory protection that requires the use of respiratory protection devices, i.e., respirators both canister and airline types, and self-contained breathing apparatuses. The incumbent for this position will maintain their ability to fulfill all requirements of the JCSA's Respiratory Protection Program.

